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OCHRM M82- 415

MEMORANDUM FOR: Director of Communications

25X1 FROM: [REDACTED]
Acting Chief, Human Resources Management Division, OC

SUBJECT: Monthly Report for July 1982

1. Following an intensive review of the Personnel Evaluation System, the events of the 81/82 cycle and the problems that have surfaced following implementation of the new system, [REDACTED] was published. The document is an effort to provide further understanding of the Evaluation Policy and Procedures and to resolve several procedural problems. The [REDACTED] which is being distributed in time for the commencement of the 82/83 evaluation cycle, should be instrumental in standardizing application and enhancing the efficiency of OC's Personnel Evaluation System. [REDACTED]

2. The Director of OTE, accompanied by the D/CO, visited CTB on July 7. In addition to a general briefing on CTB, common training matters and bilateral rotational assignments between OC and OTE were also discussed and agreement made informally. [REDACTED]

4. Three recruiters from the Office of Personnel visited CTB and were briefed by C/CTB and two staff members from RASD and OTD. The recruiters indicated that the orientation to the office and the school was useful and indicated it would benefit OC to have school representatives brief an upcoming conference of recruiters. [REDACTED]

5. The Office of Personnel (Recruitment Division) will now administer typing tests to TCS applicants or will obtain certification of typing ability. In addition, all Field recruiters will administer Part 1 of the ET examination for screening purposes. Both of these will ensure that only technically qualified applicants are placed in process for OC. [REDACTED]

WARNING NOTICE
INTELLECTUAL SOURCES
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25X1 6. Based on the need for the Agency to be as close to ceiling as possible on 30 September, PAB/PSS is trying to EOD as many professionals, technicals and clericals as possible between now and then. Also, the DDA Personnel Officer has advised us that OC should try to EOD up to one-third (7) of its FY83 ceiling increase. She has also indicated a willingness to assist OC in scheduling polygraphs, which are currently backlogged for six weeks or more. However, we are now advised that scheduling OMS exams are now a problem and all requests received this week could not be scheduled until after 1 October. We are, therefore, asking the DDA Personnel Officer to see if she could exert some pressure on OMS for any of our applicants held up for medical processing.

25X1 7. A preliminary study of changes in FPL policy and certification procedures was completed. Possible changes were forwarded to field chiefs for comments and/or suggestions.

25X1 8. Utility Equipment Specialists under the cognizance of Panel E were officially changed by OP to Engineering Techs/Specs under the career panel cognizance of MCU.

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